



Town of Discovery Bay

Program Area: Administrative	Policy Name: Retention, Destruction of Audio	Policy Number: 006
Date Established: December 6, 2006	Date Amended: January 16, 2008	Resolution: 2008-01

Record Retention and Destruction

I. PURPOSE

This policy establishes under the Brown Act (Government Code, Section 54953.5(b)) which provides that a governmental agency has the authority to erase and destroy tapes and or recordings of open, public meetings 30 days after said meeting;

II. AUTHORITY

This has been approved by the District for use in matters regarding meetings which includes any audio recording, video recording, or audio-visual recording, whether on magnetic tape, magnetic wire, electronic disk, memory card, or any other device or system which is used to record open meetings.

III. GUIDELINES

1. Town of Discovery Bay CSD will adopt and comply with a records management schedule that complies with guidelines provided by the Secretary of State; and
2. Town of Discovery Bay CSD will classify District records by category as outlined by the State's Local Government Records Management Guidelines; and
3. Town of Discovery Bay CSD will, under the classification of District records, note records that must be kept permanently, records noted with destruction dates; and
4. Each year about or around December, the District will destroy applicable records after a review by General Manager, if necessary, Legal Counsel and an Auditor.